



User Account Request Form



ALL fields are required to be filled out before account can be processed.

Legal First Name:	Legal Middle Name:	Legal Surname:
Permanent Employee ☐ OR Casual Employee ☐	Personal E-Mail:	
POSITION (please check ALL appropriate box(es)) Choose Education Centre(s): ☐ Fredericton ☐ Oromocto ☐ Woodstock		
☐ Principal	☐ Vice-Principal	☐ Guidance Counsellor
☐ Admin Assistant	☐ Educational Assistant	☐ Custodian
☐ Teacher Gr. _____	☐ LTS OR	☐ Contract C/D/E Teacher
Completion Date: _____		
☐ Intern	Specify Position _____ Completion Date: _____ University Attending: _____	
☐ Other: _____		
Multi-Factor Authentication (MFA) is a security requirement for accessing your nbed email on a personal device. When your Microsoft 365 account is created, we can configure MFA on your behalf using the phone number you list below.		
Mobile Phone using SMS (text): _____ OR Home Phone (Microsoft Calls): _____		
I authorize the phone number above to be set up for MFA: Yes ☐ No ☐ Please initial for approval: _____		
ITSS recommends Microsoft Authenticator mobile app as your default MFA method, with SMS as a backup. Setup instructions are available under " MFA & Passwords " at https://nbed.sharepoint.com/sites/ITSS/SitePages/Help-Documents.aspx		
Location Information		
Previous District and School (if applicable):	Presently Assigned School (if applicable):	
No request will be processed unless this form is completely filled out. Forms with missing information will be sent back to the originator for completion. Please allow five working days for processing.		
Signature / Approval		
Employee Name (please print)	New Employee's Signature	Date
Approval (Human Resources, School Principal or District Learning Specialist)		Date
FOR IT Use Only: ☐ Account Created ☐ Beauceron ☐ Global Protect ☐ Licensed ☐ Script ☐ Language ☐ Emailed		

To view additional ITSS documentation, visit **ITSS Help Resources** at
<https://nbed.sharepoint.com/sites/ITSS>

To create a new support request, visit the Helpdesk at
<https://intranet.nbed.nb.ca/helpdesk/>
IT Shared Services - Partners in Education for Innovative Technology Solutions



Policy 311

Information and Communication Technology (ICT) Use



The New Brunswick Department of Education provides Internet access as a subject to the terms and conditions of *Policy 311 - Information and Communication Technology Use*. Before an email account is assigned, you must agree to accept and abide by all terms and conditions of this policy.

Policy 311 has been developed to encourage competent and responsible use of Information and Communication Technologies (ICT) provided through the public school system.

All users of information and communication services and equipment owned or managed by the Department are responsible for using these services/resources in an appropriate, legal, and efficient manner and will be held accountable for misuse. You also agree to keep confidential your E-mail account password and to disallow access and use of your E-mail account and its services by others. Use of your E-mail account and its services may be forfeited if you are found to be in violation of the terms and conditions in the Policy document.

The ICT policy applies 24 hours a day, seven days a week, during and outside of office hours, to all users of information and communication technologies, Internet and E-mail services.

Adults in the public education system are entrusted with maintaining the good reputation of public education through exemplary conduct.

All Users Will adhere to the *Information and Communication Technologies Use Policy* and its guidelines.

Users Shall:

- Not create, access, store, send or print pornographic, discriminatory, or hate-motivated material.
- Refrain from accessing network/Internet services anonymously.
- Refrain from using free E-mail. (E.g., Hotmail, Gmail, Yahoo, etc.)
- Refrain from using unprotected chat sites.
- Protect personal safety of minors and refrain from compromising the safety of others.
- Respect others' privacy. Refrain from intercepting private communications and E-mails.
- Be aware that E-mail and electronic files pertaining to government business are subject to the Right to Information Act.
- Keep login identifiers and passwords confidential. Change passwords regularly and shut down E-mail when leaving a computer unattended.
- Refrain from infringing on copyrighted material.
- Refrain from using Internet/network resources to access/store games for recreational purposes.
- Avoid any high-volume transmissions.
- Refrain from obtaining, by any means, access to any system, service, privilege, or electronic material to which the user is not entitled.
- Refrain from making use of ICT provided/managed through the public school system for *personal* monetary gain.

The entire policy is available on-line at <https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/311A.pdf>.

Acknowledgement

This is to acknowledge that I agree to comply with Policy 311, and that I have received, reviewed, and have effective knowledge of Policy 311, Information and Communication Technologies Use.

Signed: _____ Date: _____

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